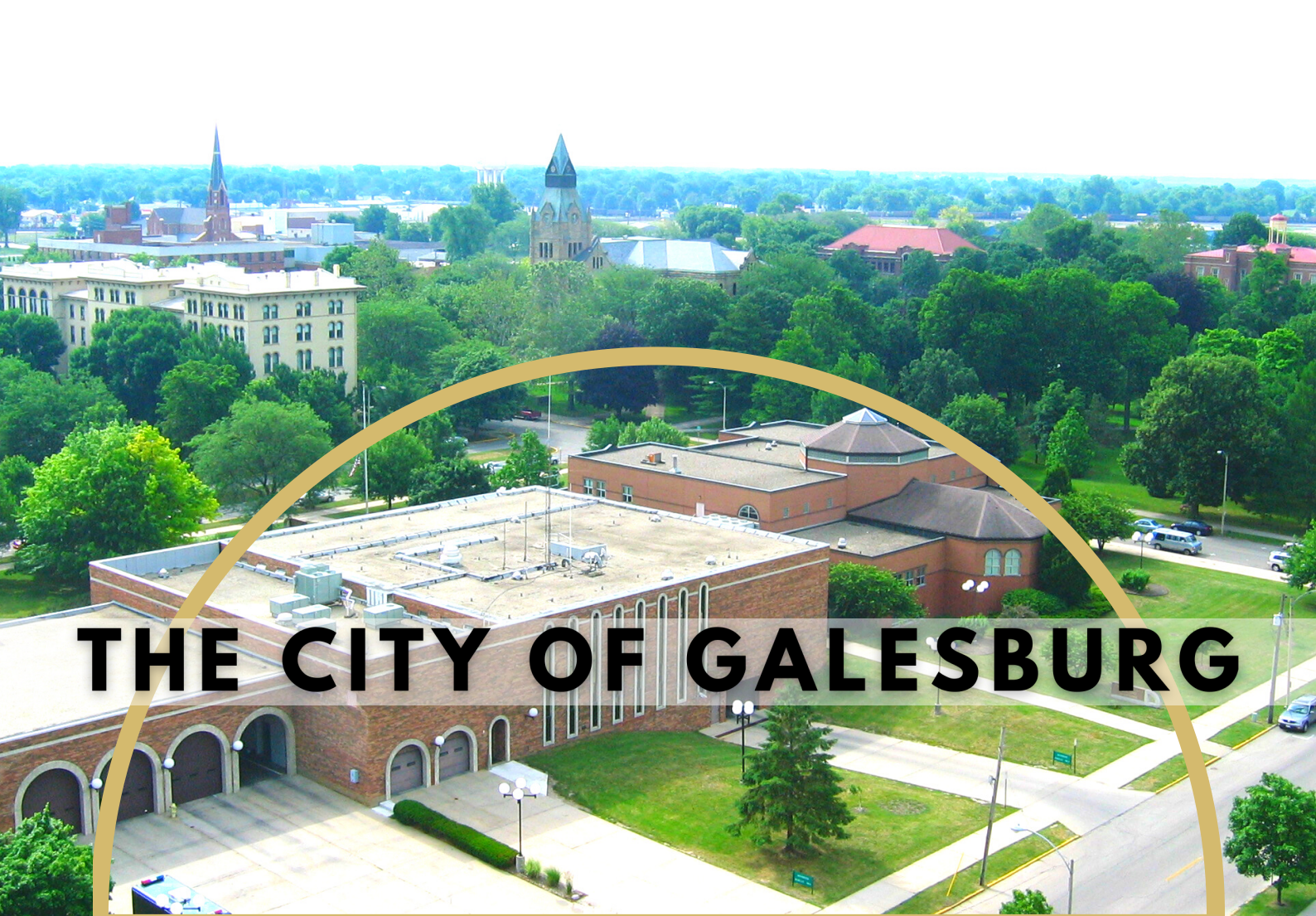


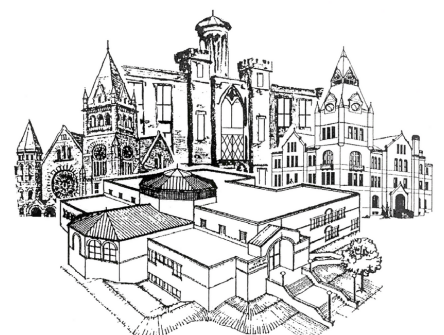


THE CITY OF GALESBURG

ANNUAL REPORT

2020

Galesburg City Hall
55 West Tompkins Street
Galesburg, IL 61401
www.ci.galesburg.il.us



Message from the Mayor

2020 proved to be a challenging year, full of many obstacles and restrictions related to the COVID-19 pandemic. Despite the challenges, City staff members and officials have been steadfast in pursuing the best avenues to continue to provide the services and infrastructure, which our citizens count on - both for daily needs, such as water and roads, as well as Police and Fire protection, should they be needed. We are proud of the successes that 2020 brought, and the challenges overcome in order to serve the citizens of Galesburg.



John Pritchard
Mayor



Message from the City Manager

I am pleased to present the annual report for 2020, which provides information for the community on the mission and services provided by the City of Galesburg throughout the last year. While it's not possible to capture every contribution, the annual report illustrates a few key accomplishments and statistics that exemplify each department and the services they provide to the citizens of Galesburg. I am proud of the accomplishments and progress made by City staff during a year of continual adaption to unprecedented circumstances.



Todd Thompson
City Manager



City of Galesburg Elected Officials



*Mayor
John Pritchard*



*City Clerk
Kelli Bennewitz*



*Ward 1 Alderman
Bradley Hix*



*Ward 2 Alderman
Wayne Dennis*



*Ward 3 Alderman
Lindsay Hillery*



*Ward 4 Alderman
Corine Anderson*



*Ward 5 Alderman
Peter Schwartzman*



*Ward 6 Alderman
Wayne Allen*



*Ward 7 Alderman
Larry Cox*

City of Galesburg Department Directors



*City Manager
Todd Thompson*



*City Attorney & Director
of Administrative Services
Bradley Nolden*



*Director of Public Works
Wayne Carl*



*Director of Finance &
Information Systems
Gloria Osborn*



*Director of Parks &
Recreation
Tony Oligney-Estill*



*Director of Community
Development
Ryan Berger*



*Police Chief
Russell Idle*

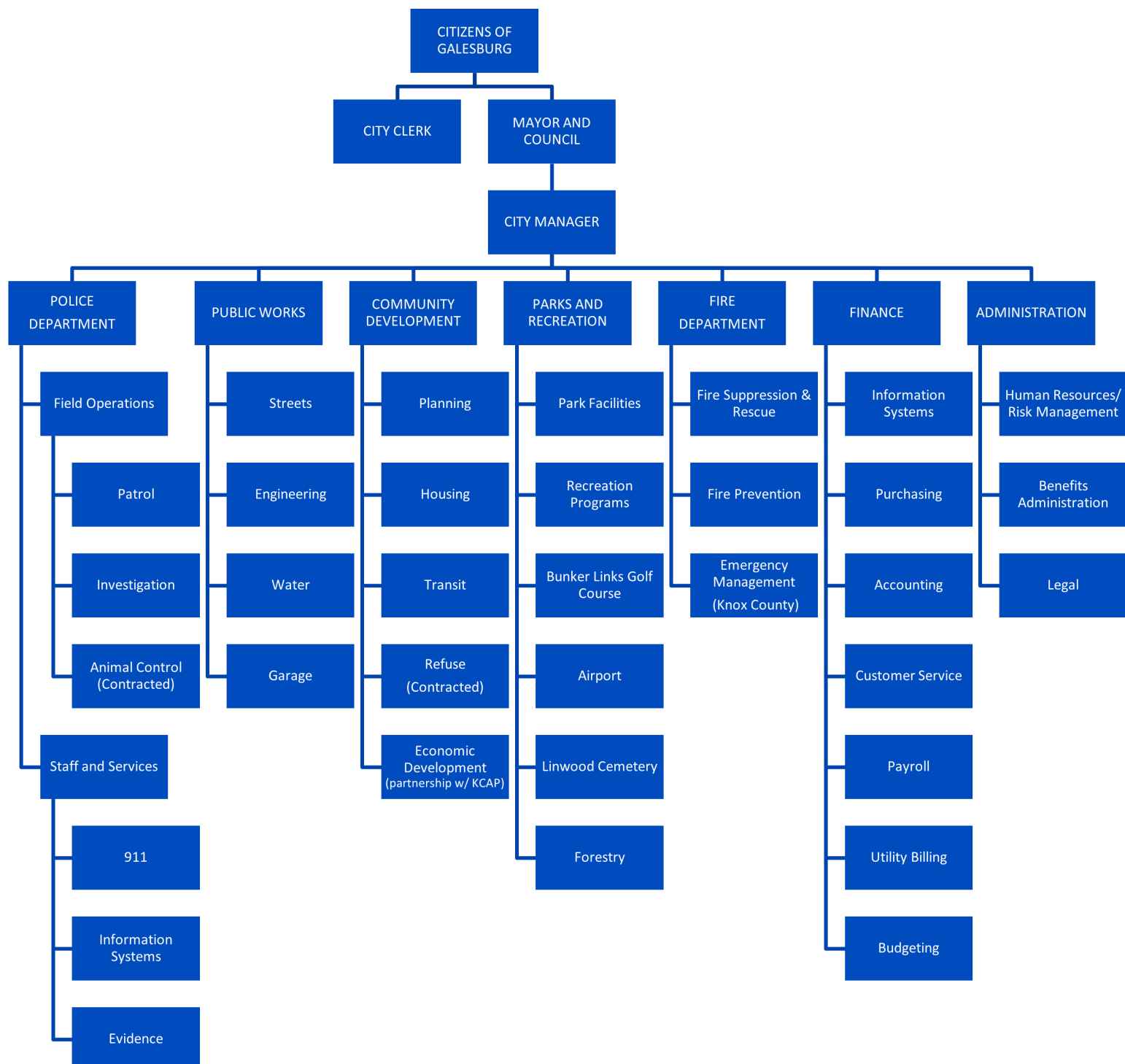


*Fire Chief
Randy Hovind*

THE CITY OF GALESBURG

Organizational Structure

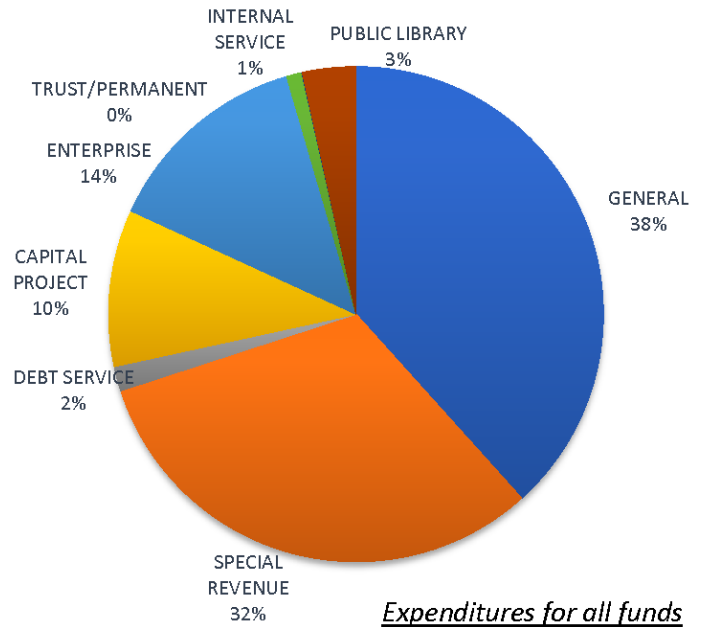
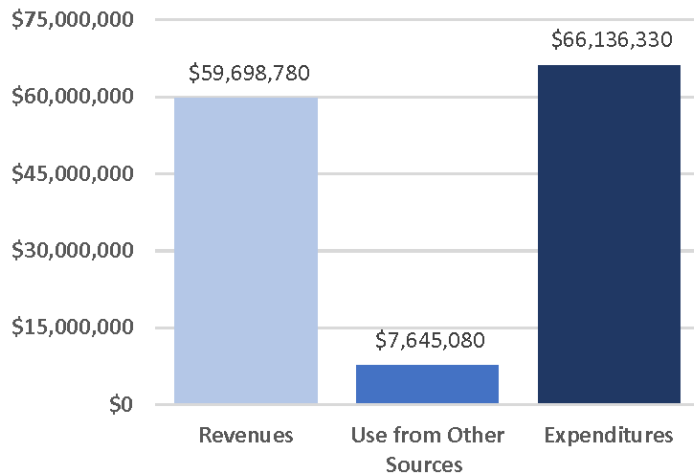
The City of Galesburg operates under the Council-Manager form of government, with a City Manager hired by the City Council to serve as the chief administrative officer. The City is made up of seven departments, which carry out the services and functions of city government.



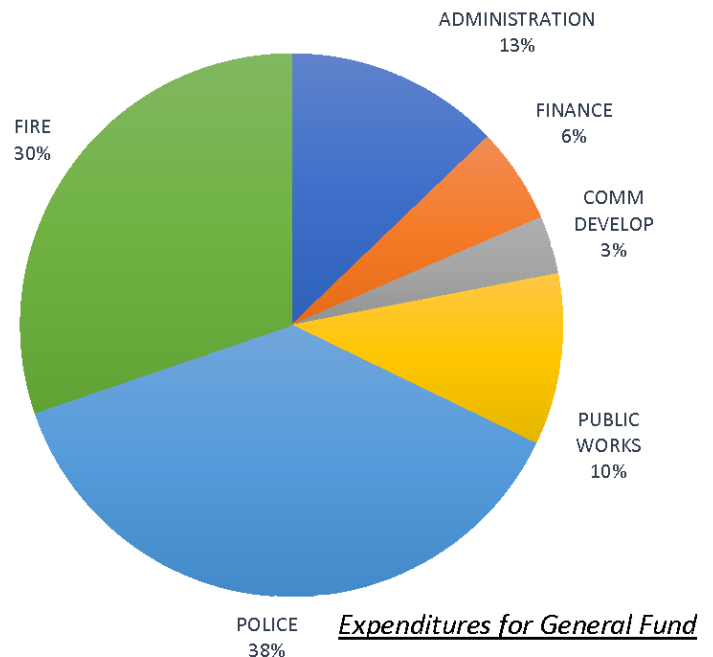
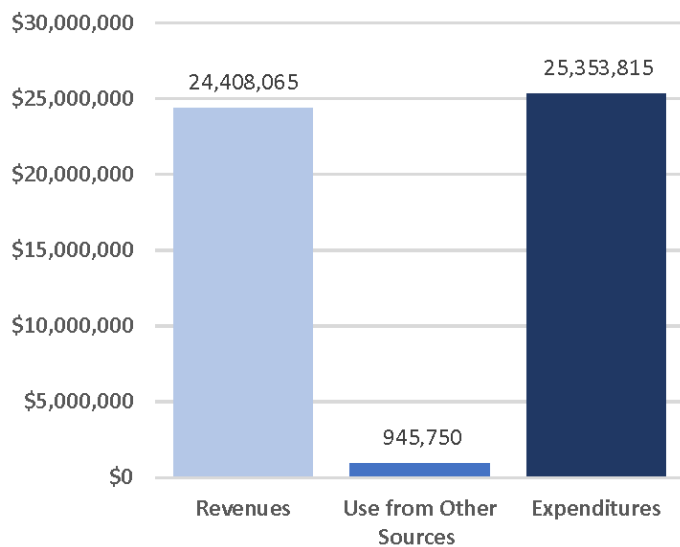
THE CITY OF GALESBURG

Budget in Brief

ALL FUNDS SUMMARY



GENERAL FUND SUMMARY

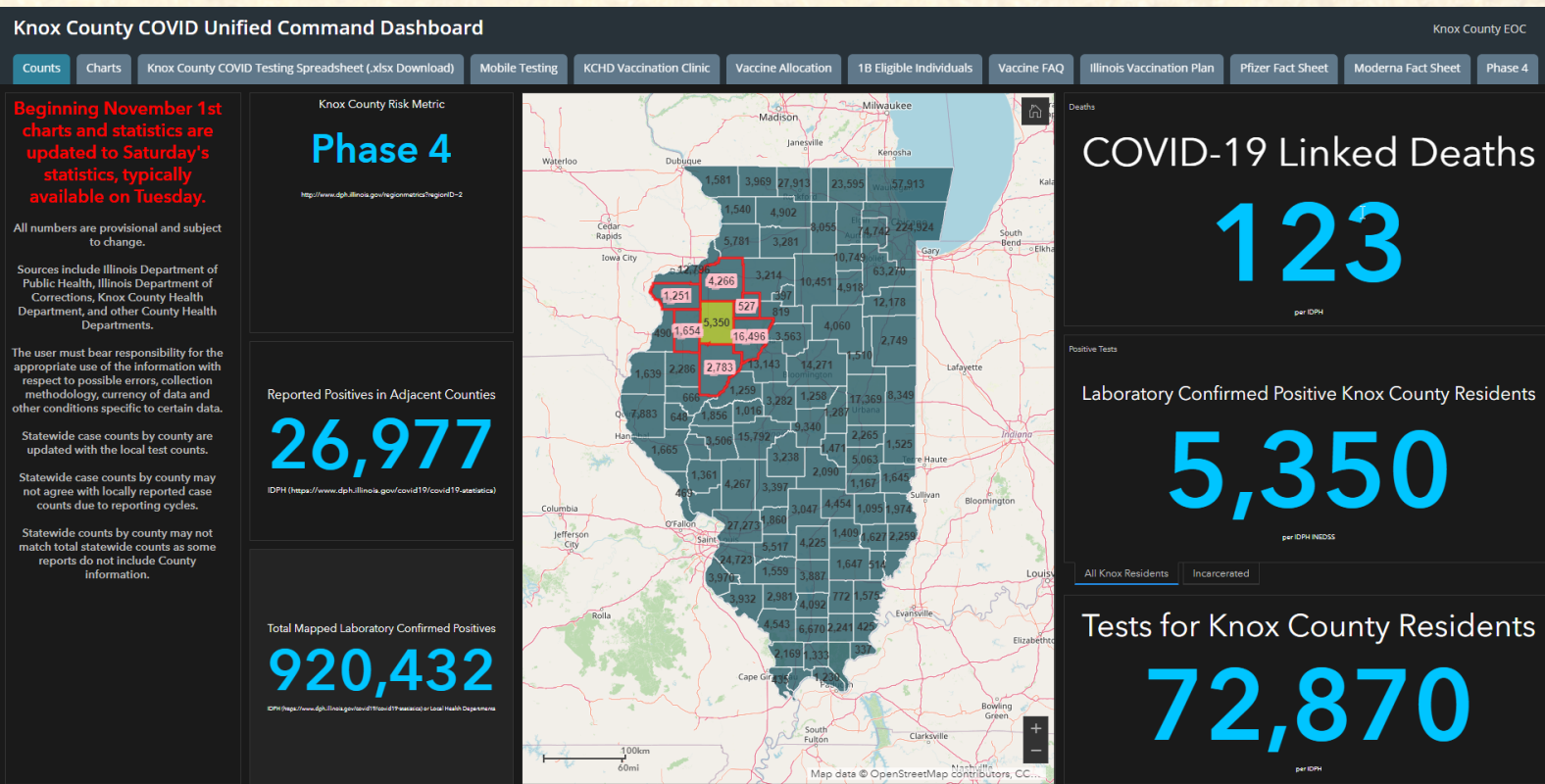


The City's annual FY 2020 budget year ended December 31, 2020.

The General Fund provides services to the community such as public safety, quality of life and general government functions.

EMERGENCY MANAGEMENT

City of Galesburg COVID-19 Pandemic Response



The COVID-19 pandemic plunged Galesburg, along with the rest of the country and world, into uncharted territory requiring innovation and continual adaptation to changing circumstances. City staff and officials worked diligently to create emergency response plans to keep the community safe, share critical information, provide assistance to struggling businesses and citizens, and find ways to continue to serve the citizens of Galesburg in ways that coincide with best practices for slowing the spread of COVID within our community.

As of the date of publishing, there have been 123 COVID-19 linked deaths in Knox County. Each citizen plays an integral role in the tapestry of our society, and even more importantly within their own family and circle of friends. Each soul lost is the true measure of the cost of the pandemic.

- In March 2020, Galesburg/Knox County Emergency Management Agency activated the Emergency Operations Center (EOC) & Knox County Unified Command.
 - City of Galesburg Fire Chief Randy Hovind played a critical role as the co-commander of the Knox County Unified Command with Michele Gabriel of the Knox County Health Department.
 - Representatives from multiple disciplines worked together to develop and implement the local emergency response to the COVID-19 pandemic.
 - The EOC provided regular briefings to keep citizens informed of developments, including weekly video briefings by Chief Hovind from April 30 - June 4, 2020
 - The Knox County Unified Command Dashboard was created and added to the City of Galesburg website to provide information to the public.
- March 18, 200, Mayor John Pritchard issued an Emergency Declaration.
- Emergency powers were utilized to amend liquor license regulations, creating avenues for businesses to continue to operate through the sale of packaged liquor and/or curbside pickup.
- Waived the local liquor license fee for the remainder of the May 1, 2020 - April 30, 2021 cycle.

City of Galesburg COVID-19 Pandemic Response

Continued

- The City established temporary rules for outdoor restaurant and bar operation to accommodate restaurants operating under the Restore Illinois Plan.
- Assisted local businesses in need of outdoor seating by providing picnic tables from the Parks Department.
- Temporarily suspended local food and beverage tax payments for bars and restaurants hit hardest by the onset of the pandemic.
- Passed a resolution waiving the City's annual license fee due in 2020 for video gaming terminals.
- A moratorium on water shut-off due to non-payment was instituted to help residents who had fallen on hard times.
- The City worked to connect the business community with resources, including the development of a City of Galesburg COVID-19 Relief Grant Program, which utilized \$360,000 in state funding, along with \$250,000 in funding from the City of Galesburg to provide direct assistance to 45 Galesburg businesses.
- The City Finance Department submitted and received reimbursement for \$1.15 million in COVID-related expenses.
- City Hall closed to the public during portions of the pandemic in an effort to slow the spread of COVID within our community, while continuing to provide all services remotely.
- Additional cleaning and social distancing procedures were implemented within City facilities upon reopening to increase citizen and employee safety.
- Streamed all City Council Meeting live on the City's website and Comcast Channel 7, as well as instituted increased opportunities for remote public engagement.
- Continually updated information on the City's website to provide guidance to citizens on how to access City services remotely.
- Modification of parks and recreation programs to conform with social distancing guidance and regulations, as well as the creation of online programs and classes.

45
businesses assisted by
\$610,000
in COVID-19
relief grant
funds

City of Galesburg Employee Contributions to COVID-19 Emergency Management

Fire Chief Randy Hovind

Co-Commander of the Knox County
Unified Command

Fire Deputy Chief John Seitz

Deputy Chief for the COVID Pandemic
Response

Fire Cpt. Jeff Maher

Planning Section Chief

Fire Cpt. Matt Lewis

Supply Unit Leader

Kelli Bennewitz

Public Information Officer

Jenni Moser

Documentation Leader

Ericka Welch

Documentation Leader

Jim Cueno

Situation Unit Leader

Provided some of the most valuable
resources including creation of the
Unified Command Dashboard

Kraig Boynton

Finance Liaison

Played a pivotal role in obtaining the
\$1.15 million in CARES Act Funding

Brad Nolden

Liaison for the City

Gloria Osborn

Finance Section Chief

Wayne Carl

Unified Command

Police Chief Russell Idle

Unified Command

ADMINISTRATION



LEGAL

- Initiated 81 new legal files, defending the City's interest in litigation involving zoning, breach of contract, unpaid taxes, liquor, and civil rights
- Settled or resolved litigation involving breach of contract, personal injury, and worker's compensation
- Filed 18 new cases seeking demolition of unsafe structures
 - Ten cases resolved via the entry of an order for demo or repair/demo by the owner
 - An additional eight unsafe structures purchased through the Knox County Trustee for demolition
- Prosecution of City ordinance violations - hearing held twice a month

ADMINISTRATIVE ADJUDICATION

- Adjudication hearings held twice a month at Galesburg City Hall
- 1,215 city ordinance violation cases processed, including property maintenance violations, license/registration violations, parking, nuisance, impound & tow hearings
 - 497 cases brought into compliance and/or paid fines prior to hearing
 - 718 cases proceeded to hearing with a judgment entered by the Hearing Officer

ADMINISTRATION OVERVIEW

City Manager, Legal, Human Resources

The City Manager oversees all daily city operations, departments, and staff. The Administration Department consists of five full-time employees with a focus on city administration, legal, and human resources.

ADMINISTRATION

Continued

HUMAN RESOURCES

- Internal response to COVID-19 pandemic
 - Implementation of the Families First Coronavirus Response Act Policy and Emergency COVID leave
 - Created temporary teleworking policy
- Coordinated onboarding of nine Galesburg Transit employees



ADMINISTRATION

- 266 City Council agenda items processed
- Responded to 306 citizens requests initiated through the City website
- Communication of City COVID response and changes to services to citizens through website, media releases, and social media
- Issued 213 press releases
- Provided citizen engagement and information through 284 Facebook posts, with an average reach of 976; and 121 Tweets with an average impression of 551

Budget & Staff Oversight

\$66,136,330

2020 City of Galesburg Total Budget

234
Full Time City
Employees

- 5 Administration
- 4 City Clerk
- 29 Community Development
- 12 Finance & IT
- 43 Fire Department
- 20 Parks & Rec
- 75 Police Department
- 46 Public Works

PUBLIC WORKS



STREETS

- Relocated brick storage yard to Airport
- Installed new sanitary sewer to new Street Division Building
- Installed new parking lot signage for all city parking lots
- Striped, plowed, and salted roadways
- Installed radar feedback signs on South Street near Knox College
- New street division building bid out, with the building scheduled to be completed in March 2021

177

Miles of roadway
maintained

PUBLIC WORKS OVERVIEW

Engineering, Streets, Water, Central Garage

The Public Works Department encompasses 46 employees who manage the operation, maintenance, and improvement of the City's infrastructure. From patching streets to managing major road construction projects, reading water meters to the planned maintenance of wells and water mains - the Public Works Department is responsible for both day-to-day maintenance, as well as the necessary long-term planning for the City's infrastructure.

PUBLIC WORKS

Continued

ENGINEERING

- Completed Park Plaza Project in partnership with Parks Department
- Reconstruction of Academy, Monroe, and Phillips Streets
- Began arterial street reconstruction for the S. Seminary Street project

CENTRAL GARAGE

- Maintained, serviced, and repaired as needed 188 pieces of City equipment, including police cars, fire trucks, large construction equipment, dump trucks, pick-up trucks & cars, jetter truck, and handivans
- Installed protective prisoner barriers in 12 new police cars

WATER

- Replaced Ranney Well valves & piping
- Completed construction of Gravel Pack Well #5
- Replaced 500 lead water services lines during Phase IV
 - Including prior phases, the City has replaced a total of 2,150 lead services lines
- Solar power placed online for the water treatment plant in Oquawka
- Rehabbed Gravel Pack Wells #1 & #2
- Treated & pumped over two billion gallons of water during 2020

500

Lead Service
Lines Replaced



18%

Cost savings from solar
array at water
treatment plant.



CITY CLERK

CITY CLERK'S OFFICE

- Managed and processed over 1,000 Freedom of Information Requests
- Issued over 45 miscellaneous registrations and licenses (e.g. taxi, food trucks, peddler/hawkers, etc.)
- Registered 3,600 rentals
- Received and responded to over 400 nuisance complaint phone calls
- Submitted 389 code violations to Administrative Adjudication
- Licensed 287 contractors (HVAC, demolition, general, etc.)
- Issued over 1,200 animal licenses
- Prepared deeds and processed payment for 125 grave spaces, openings & scatterings
- Internal Communications Committee
 - New proposed city website and code & permitting software
- Two municipal code updates

1,000+

FOIA requests
processed

CITY CLERK OVERVIEW

The City Clerk's office is responsible for keeping the official records of the City, including all minutes, ordinances, contracts, and resolutions. There are four employees in the City Clerk's Office, who work together to provide many of the customer service, record keeping, and permitting functions of the City.

PARKS & RECREATION

3,810

people served by

320

programs or
classes

RECREATION

- Continually adapted and modified programs and facility procedures in response to COVID-19 pandemic
- Hosted the I-74 basketball tournament - total of 97 teams participating
- Addition of new online programming and classes
- First utilization of the newly developed Mobile Playground
- Increased boat rentals - 3,541 boats rented at Lake Storey with total revenue of \$19,798.50, compared to total revenues of \$5,512 in 2019

AIRPORT

- Awarded \$30,000 through the CARES Act for personnel expenses
- Executed an agreement with the Stearman Foundation for construction of a hangar at Galesburg Municipal Airport to be utilized as the National Stearman home base

PARKS & RECREATION OVERVIEW

Recreation, Parks Maintenance

The Parks and Recreation Department has 20 employees who maintain the 26 parks throughout the City. In addition to facility maintenance, recreation staff also develops, promotes, and implements recreational programming, as well as staff the facilities.

PARKS & RECREATION

Continued

BUNKER LINKS GOLF COURSE

- Renovated the patio area - addition of a shade structure and new seating
- Addition of individual scooters as an alternative to golf carts - 228 scooter rentals
- Record number of golf rounds played - 23,648 rounds played at Bunker Links during 2020, compared to 21,369 during 2019

PARKS

- Utilized an IDNR grant in the amount of \$23,450 to install a new bathroom facility at the west boat ramp at Lake Storey
- Submittal of an ITEP grant to construct a multi-use path along S. Lake Storey Road
- Contracted with Edgewater Resources to complete the Phase I Lake Storey Expansion Feasibility Study
- Received land donation, which was utilized to create Voeller Park
- Utilized grant funding for the addition of a shade structure & seating at the Transportation Depot on Seminary Street
- Boiler and carpet replacement at City Hall
- Repaired and widened 500 feet of Lake Storey bike path
- Replacement of valves at Lake Storey dam
- Utilized a \$10,000 donation from the Kiwanis Club for new swings at Kiwanis Park

900

Acres of City owned
property maintained

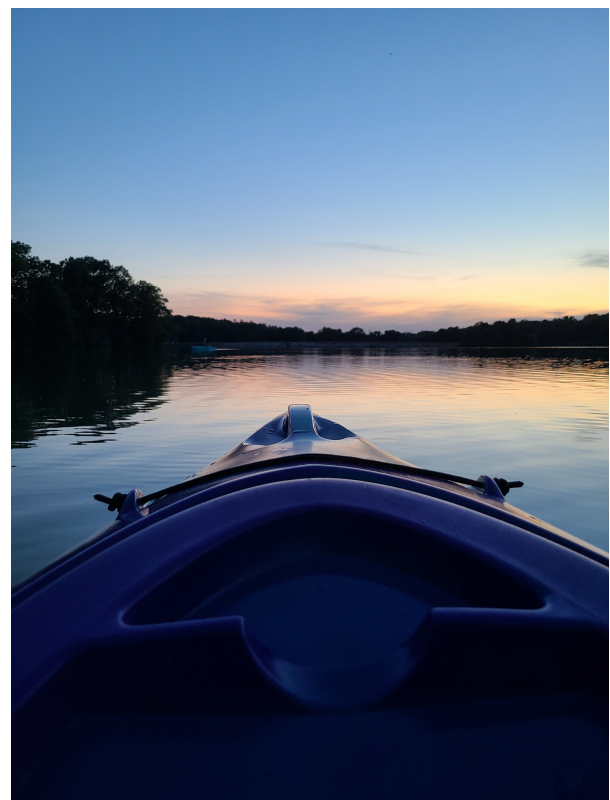


605 acres of Parks

120 acres of Golf Course

75 acres of Cemetery

100 acres of Airport & other
City owned property



POLICE DEPARTMENT



26%

Reduction in
Burglaries

POLICE DEPARTMENT

- Responded to 44,128 calls for service, plus 3,013 additional self-initiated activities
- Purchased 12 new squad cars equipped with new computers & in-car camera systems
- Transitioning from paper citations to electronic ticketing
- Five promotions, including the appointment of Deputy Chief Hostens
- Hired one lateral officer and three entry-level officers

Purchased and implemented body-worn camera system

Officer pictured wearing body-worn camera.

- Retirement of two command officers
- Received bulletproof vest grant through US Department of Justice to cover part of the costs for ballistics vests for officers

- Obtained STEP grant through IDOT for increased traffic enforcement campaigns

49

Sworn Police Officers



26

Civillian Personnel

44

Patrol Officers
& Command

5

Investigators

19

Dispatchers

7

Other staff - clerks,
IT, CSO, 911 Cord.



FIRE DEPARTMENT

FIRE SERVICES

- Responded to 1,502 calls for service
- Outdoor warning siren installed at the VFW
- Two firefighters graduated from the Fire Academy

64

Residents received
smoke detectors
installed by GFD

FIRE MARSHALL

- Issued 266 International Fire Code permits
- Reviewed 16 installations or modification permits for fire prevention systems
- Conducted 26 fire investigations
- One firefighter completed the fire investigations certification training

EMERGENCY MEDICAL SERVICES

- Responded to 2,810 calls for medical service
- One firefighter passed the EMT Basic Course

GFD Response

43

Total Fire Dept Personnel

11

Firefighters
on scene in
average of

3 59
min. seconds

COMMUNITY DEVELOPMENT



PLANNING

- 1 preannexation agreement
- 4 parcels annexed into the city
- 2 site plans reviewed
- 2 special use requests reviewed
- 5 variance requests (setbacks, height, # of parking spaces)
- 2 variance requests (signs)
- 3 minor plat subdivisions
- 2 zoning amendments
- 1 new drive-through reviewed
- 3 ordinance amendments
- 1 city-owned property sold
- Completed work on the Decennial Census. Galesburg finished with a 70.6% response rate (of which 43.1% was via internet response). The overall State of Illinois response rate was 58.4%

Building

- 424 Building permits
- 305 Mechanical permits
- 637 Electrical permits
- 711 Plumbing permits
- 35 plan reviews of commercial projects
- 4 code variances processed through the Overall Code Review Commission
- 12 court-ordered demolitions completed
- 23 property owners came into compliance after starting the demolition process

COMMUNITY DEVELOPMENT OVERVIEW

Planning, Housing, Transit

The Community Development Department is made up of 29 full-time employees who oversee planning & zoning, inspections & permitting, housing grants, code enforcement, and transit for the City of Galesburg. During 2020, Transit was transitioned from a contracted service to a City service, which includes City buses and handivans.

COMMUNITY DEVELOPMENT

Continued

PLANNING

- TIF Incentive Projects
 - La Cantinita, 240 E Simmons Street, total project \$119,336, TIF incentive toward project \$23,867
 - Wil Azer, 140-144 E Main St, total project \$8,000, TIF incentive toward project \$8,000
 - Galesburg Downtown Council, holiday lights, total project \$99,302, TIF incentive toward project 34,583
 - PLC Realty LLC, 66 N Seminary St, total project \$45,000, TIF incentive toward project \$45,000
- Facade Incentive Projects
 - PLC Realty LLC, 66 N Seminary St, total project \$144,275, facade grant incentive \$36,069 (from City) and \$36,069 (from Downtown Council)
 - Purple Hanger, 169 N Broad St (in progress), total project \$172,943, facade grant incentive \$80,000
- Water Infrastructure Grants
 - PLC Realty LLC, 66 N Seminary St, total project \$12,570, water infrastructure grant toward project \$12,000.
- 8 businesses benefited from Enterprise Zone Incentives

HOUSING

- 25 homeowners able to rehabilitate homes utilizing grant funds obtained by City
- 2,477 code violation letters sent
- 125 rental violations, 60 resolved
- 363 housing violations referred to Administrative Adjudication
- 953 code violations resolved
- 405 tall grass violations resolved

*Economic Impact
of Planning
Incentives*

\$4 M

total value of projects assisted
through Enterprise Zone by sales
tax rebate valued at approx.

\$350,000

Contributed over

\$100,000

in facade rehabilitation assistance for
projects valued at

\$315,000

Contributed over

\$110,000

in TIF assistance

The City of Galesburg works in partnership with
The Knox County Area Partnership (KCAP) on
economic development projects.

[KCAP Website](#)

FINANCE & INFORMATION SYSTEMS



FINANCE

- Assisted customers, managed accounts, managed statement creation, and processed utility bill payments for approximately 12,000 customers on a monthly basis
- Even with the temporary closure of city hall due to COVID, customer service staff assisted over 18,700 walk-in customers with transactions and 6,200 incoming phone calls
- Processed approximately 9,000 bi-weekly payroll payments; submitted quarterly and annual reports, and issued W-2's to City, election, and library employees in the amount of \$17.5 million dollars
- Managed payments and contact with local businesses: city gas tax, food & beverage tax, hotel/motel tax, economic development loans
- Submitted and received reimbursement of \$1.15 million for COVID expenses
- Over 17,300 transactions were entered to make payment to 5,400 City, Library, Election Commission, & ETSB vendors totaling approximately \$38 million.
- Received notification of the national Government Finance Officers Association (GFOA) Comprehensive Annual Financial Report (CAFR) award for the fiscal year ending December 31, 2018.

GFOA CAFR
Award

24

consecutive
years

FINANCE & IT OVERVIEW

Utility billing, Accounting, Purchasing, Information Systems

The Finance Department provides accounting services for the City, including distribution and collection of utility bills, banking, budgeting, payroll, and purchasing. The information systems division is also included in this department and provides for the internal IT needs of the City.

FINANCE & IT

Continued

FINANCE

- Completed the FY 2019 City annual financial report and submitted to the national GFOA for CAFR certification review
- Completed annual Consolidated Year-End Financial Report (CYEFR) per GATA or grant requirements
- Provided monthly treasurer and pension reports to City Clerk's office
- Completed 2019 audit work papers and worked with the audit firm
- Created and completed the fiscal year 2020 budget document
- Managed financial software and processed/reviewed financial information
- Created daily deposits and performed banking functions
- Managed debt service and processed debt payments in a timely manner
- Purchased, monitored, and processed investments

INFORMATION SYSTEMS

- Administration & maintenance of telephone system, video surveillance, wireless communications, data back-up and disaster recovery systems, city data network & AV
- Support for city website and video streaming capabilities
- Major upgrade of the City Hall audio-visual system
- Established PCI training program
- Provided wireless internet and surveillance video in Park Plaza
- Installed generator service to City Hall
- Assisted Election Commission with preparation for the general election
 - Installation of communications and technology to prepare for General Election
 - Created web form application request for ballot by mail
 - Completed server upgrade and network segmentation for enhanced security
- Updated backup remote facility wireless technology
- Performed primary inventory and overhaul of the transit facility technologies and service
- Purchased 17 computers for regular replacement
- Completed redundant PRI and internet link on the network
- Completed fiber splice and connection of the 3rd water tower to the fiber optic network
- Coordinated free Springbrook training for various Community Development divisions
- Assisted in the Lakeside pool audio system upgrade

IT played a critical role in ensuring work could continue during the COVID pandemic

- Provided all city employees with instant, secure, remote access to telework
- Broadcast Emergency Management Agency (EMA) briefings
- Remote meeting and advanced teleconferencing & presentation capabilities
- City-wide texting capability for employee communication
- Twinning functionality and city phone re-configurations for telework

THE CITY OF GALESBURG

Downtown Development Highlights

Before

Unsafe
wall



120 E. Main Street

Wall of 120 E. Main Street, next to Park Plaza, buckling & unsafe

City acquired the property & brought the building into a safe condition.

Total cost:
\$569,509

After

Buckling wall
repaired



Before & in progress



66 N. Seminary Street

Private Investment in Downtown of ~\$615,000 assisted by City incentives.

\$45,000
TIF Incentive
&
\$36,069
City Façade
Incentive



After

Two new commercial spaces and loft apartments

Park Plaza Project



\$34,583 TIF Incentive for downtown holiday lights

Deteriorated Park Plaza renovated



New park opened Oct. 2020
Total cost: Park Plaza &
Parking Lot E \$1.54 M

THE CITY OF GALESBURG

Neighborhood Revitalization Highlights

Lead remediation & housing rehabilitation grants continued to be utilized by the City of Galesburg to assist homeowners with housing revitalization.

During 2020, 53 homes were impacted by City housing programs, representing a \$1,062,000 City investment in neighborhood & housing rehabilitation.



Construction Costs \$33,712
Grants utilized
DCEO HELP Pilot
DCEO RLF
DCEO HUD Lead
DCEO HUD Healthy Homes



Before & After - 235 Olive Street



Construction Costs \$31,830
Grants utilized
DCEO HELP Pilot
DCEO RLF
DCEO HUD Lead
DCEO HUD Healthy Homes



Before & After - 730 W. Berrien

THE CITY OF GALESBURG

Additional Resources - www.ci.galesburg.il.us

[City Council Agendas and Minutes](#)

[City of Galesburg Municipal Code](#)

[Collective Bargaining Agreements](#)

[Annual Budget, CAFR, and Treasurer's Report](#)

[Live Stream Meetings Archive](#)

All resources listed are clickable links



Follow us on Social Media



City of Galesburg, IL Government

@CityofGalesburgIL · Government Organization



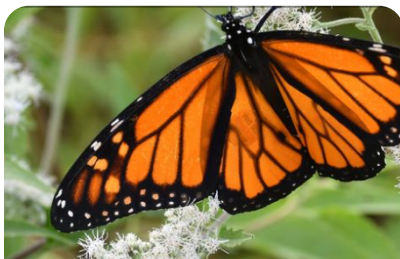
Galesburg, IL Police Department

@galesburgpolicedepartment · Police Station



Knox County Alert Network, Illinois

@KCAAlertNetwork · Government Organization



City of Galesburg Parks and Recreation

@galesburgparksandrecreation · Government Organization



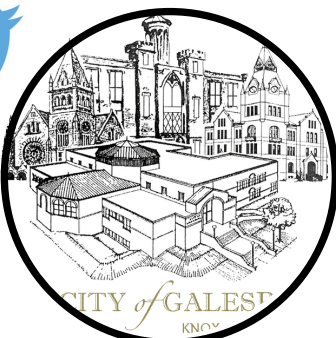
Bunker Links Municipal Golf Course

Golf Course & Country Club



Connecting Galesburg

Government Organization



[@cityofgalesburg](#)



[@GalesburgPolice](#)



[@KCAAlertNetwork](#)



City of Galesburg
2020 Annual Report

Prepared by:
Cathy St. George